

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear [Principal's Name or Admissions Office],

I am writing to formally enroll my child, [Child's Full Name], in the kindergarten program at [School Name] for the upcoming academic year [Year]. [Child's Full Name] was born on [Child's Date of Birth] and is eager to begin his/her educational journey.

I have attached the required documents, including:

- Copy of [Child's Birth Certificate/Proof of Residency]
- Immunization Records
- Enrollment Form

Please let me know if there are any additional steps required for the enrollment process. I look forward to receiving confirmation of our enrollment and am excited for [Child's Name] to start this new adventure at [School Name].

Thank you for your assistance.

Sincerely,  
[Your Name]